

**OFFICE OF SELECTMEN
6 HOLLAND STREET
PO BOX 139
MOULTONBOROUGH, NH 03254**

Selectmen's Work Session

September 22, 2016

MINUTES

Selectmen: Christopher P. Shipp, Chair, Russell C. Wakefield, Josiah H. Bartlett, Jean M. Beadle, Paul T. Punturieri; Walter P. Johnson, Town Administrator.

I. CALL TO ORDER: Chairman Shipp called the meeting to Order at 4:00 P.M.

II. DISCUSSION ITEMS:

1. **NHMA Policy Conference Positions:** Walter reported the summary of each Board member's vote for or against the policy resulted in all votes being in favor of all policies. A summary sheet was provided. The Board also reviewed and discussed the floor policies and agreed to support policies #1 and 3 and oppose all others. Walter will be voting on behalf of the Board at tomorrow's conference.
2. **A Review of the Draft Revised Employee Manual:** Board member Jean Beadle and Walter lead the discussion on the changes proposed to the manual that was reviewed by Attorney Rice. Several changes were made to the manual as a result of changes in law or from Attorney Rice's recommendations. Several changes in policy were also reviewed and discussed and the following changes were agreed to by consensus:
 1. A three hour call back minimum will remain the same versus the law requiring a two hour minimum. (pg.9)
 2. 15 minute breaks "may" be granted, versus "will" be granted. These breaks are not required by law and will be managed by each supervisor. (pg.9)
 3. Eliminating the Sick Bank in favor of short term disability was discussed and it was agreed to keep the Sick Bank Policy. A statement will be added regarding reimbursing the Town for any compensation an employee may receive via long term disability or workers compensation. (pg.11)
 4. Bereavement leave was reduced from 5 to 3 days and may be extended to a maximum of 5 days under special circumstances by the Administrator or Select Board. (pg. 21) It was agreed this was more in line with other towns and private business.
 5. Wearing blue jeans for office staff are not acceptable attire in Town Hall during working hours. The Administrator may occasionally waive under certain circumstances. (pg.30)
 6. The progressive discipline policy was reduced to one paragraph and the words "shall" and "will" is replaced with "may" in several policies. A statement regarding "at will employee" was added. (pg.33)
 7. 'Promotions, Transfers and Job Postings' was changed by deleting the requirement to be employed by the Town for a minimum of one year before being promoted or transferring to another department. (pg.36)
 8. The section that states what accrued time you are compensated for when you leave Town employment is missing and needs to be added back in.

These amendments will be included in a final draft to be considered for adoption at the next regular meeting on October 6, 2016.

3. **Ordinance #21 Code of Conduct – Revise Form #2:** Walter inquired if any Board members were aware of any necessary changes to form #2 other than including an approval signature for the Select Board and none were aware of any. The Board also discussed and agreed by consensus the amount of anything received with greater than \$10 of value for reporting should be raised to \$50. This policy will be prepared for amendment at the October 6, 2016 Board meeting.
4. **Convention of Committees:** Walter reported the Lions Club had double booked the facility for October 24th and wasn't available. The meeting room at the Library is available and it was agreed to hold the conference there. The meeting format was discussed and it was agreed we will send out any handouts and the Board's 2016-17 goals, etc. in advance of the meeting with the agenda and purpose of the conference. Each Selectman will give a brief review of the department they act as liaison to after the Chair's opening remarks. A light dinner will be served with sandwiches, chips, etc.
5. **Old Route 109 Traffic and Speed Issues:** Walter presented a memo from Chief Wetherbee regarding recommendations for addressing the traffic volume and speed on Old Route 109. The Chief has consulted with the DPW Director on the matter including installing a stop sign at the intersection at Lee Road which may have some issues. The Chief suggested an incremental approach to addressing the matter including: Collecting new traffic count data for analysis; greater enforcement efforts, and reducing the speed limit for a distance to 25 MPH before and after the intersection. Everyone agreed to have the Chief proceed with his recommended plan and see what happens.
6. **Citizen Complaint:** Chairman Shipp reported the Town Administrator has received a complaint against a Town employee in the Police Department. The complaint's name is James Palmer of Milford, CT. The matter will be referred to the Chief of Police and Town Administrator for investigation with a report of findings to be made to the Board at the October 13th 2016 meeting.
7. **Transfer Station Brush:** Chris and Josh reported on their discussion with Ken Filpula, Transfer Station Supervisor, concerning the difference between residential and commercial brush. There is currently no fee for a taxpayer to bring in brush for a Moultonborough property, but there is for a commercial contractor. After discussion it was agreed by unanimous consensus to no longer charge for any brush received at the facility that comes from a property in Town. The matter of the cost of chipping brush at the facility (\$5,000 annually) was also discussed and it was agreed by unanimous consensus to begin burning brush at the facility under the proper rules. Walter, Chris Theriault and Chief Bengtson will meet with Ken to prepare a plan and procedure.
8. **Joint School Board Meeting:** Walter will confirm the date of the October joint meeting and discussion topics with Superintendent Noyes.

III. NON-PUBLIC SESSION: Paul moved and Josh seconded to move to Non-Public Session per RSA: 91A:3II (a) to discuss a personnel matter and to return to public session only to adjourn. Josh-Aye; Paul-Aye; Russ-Aye, Jean-Aye; Chris-Aye. The Selectmen went into Non-Public Session at 5:10 p.m.

The Selectmen returned from Non-Public Session at 5:24 p.m. Josh Made the Motion to seal the minutes of the Non-Public Session. Paul Seconded.

- V. **ADJOURNMENT:** Josh Moved to adjourn, Paul seconded. Motion Carried Unanimously
Chris adjourned the meeting at 5:25 p.m.

Approved

Date
Respectfully Submitted
Walter P. Johnson, Town Administrator